



Manpower Standard

★WING COMMANDER'S SUPPORT STAFF

★This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. This AFMS provides the manpower needed for the Wing Commander's Support Staff during peacetime. It does not apply to locations that have completed a cost comparison study and remained in-house. Develop a negative variance to account for any processes performed by contract manpower equivalents (CMEs). The policy and guidance for the operation of the Wing Commander's Support Staff are derived from numerous Air Force publications. The majority are contained in, but not limited to, the 4, 30, 35, 36, 37, 39, 50 and 205 series. This AFMS was developed in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDC, 550 E Street East, Randolph AFB, Texas 78150-4451.

★SUMMARY OF CHANGES

This AFMS supersedes AFMS 10A0, 14 January 1994. It implements format changes to comply with SAF requirements. It also includes minor administrative changes in the overall layout of the AFMS and converts the standard into a Word for Windows format. This revision changes the Core Manpower Range, adds an additional application instruction step to implement the population dependent requirement, and modifies the manpower table to add the 9 manpower requirement column. Changes are identified with a ★.

1. Responsibility Statement. The Wing Commander's Support Staff is responsible for the day-to-day management and support to the Wing Commander. The specific position responsibilities are:

1.1. **Commander.** Provides leadership, discipline, morale, welfare, health, and training of all assigned personnel. Manages required resources to meet mission requirements. Interprets directives, orders, and regulations. Formulates plans and policies. Convenes and appoints boards. Coordinates and interfaces with other agencies, as required. Maintains and enforces standards.

1.2. **Vice Commander.** Acts as commander in absence of the commander. Advises the commander. Responsible for unit programs, as directed by the commander.

1.3. **Executive Officer.** Oversees information management activities for the commander and vice commander. Handles protocol duties, as required. Implements, directs, and coordinates executive functions, services, and activities. Represents the commander in interaction with other agencies of all levels. Responsible for unit programs and special projects, as directed by the commander.

1.4. **Protocol.** Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, and social functions initiated within the command and those tasked by the offices of the Secretary of Defense (SECDEF), Chairman Joint Chiefs of Staff (CJCS), Secretary of the Air Force (SECAF), and Chief of Staff of the Air Force (CSAF).

1.5. **Senior Enlisted Advisor.** Serves as a member of the Wing Commander's Support Staff to advise and assist in matters concerning enlisted members of the command or organization.

2. **Core Composition.** This AFMS quantifies the core manpower necessary for the Wing Commander's Support Staff to support an objective wing having a population of 3500 authorizations.

2.1. **Core Manpower Required.** 8

2.2. **Core Range.** 8 - 9.

2.3. **Programming Factor.** Total Authorized Population.

3. Standard Data:

3.1. **Approval Date.** 16 April 1996.

3.2. **Man-hour Data Source.** Expert Team Workshop.

3.3. **Man-hour Equation.** See Standard Manpower Table and Application Instructions.

3.4. Workload Factor:

3.4.1. **Title.** Total Authorized Population.

3.4.2. **Definition.** Total authorized (funded) officer, enlisted, and civilian (appropriated fund) populations for units within and subordinate to the wing and on the installation undergoing application.

3.4.3. **Source.** Unit Manpower Document (UMD), File Part A, Unit Recap Section.

3.5. Points of Contact:

3.5.1. **AFMEA Representative.** MSgt Eileen Durham, AFMEA/AEDC, DSN 487-5911.

3.5.2. **Functional Representatives.** Major Kevin Norton, HQ USAF/PER, DSN 223-4156.

4. Application Instructions:

4.1. **Step 1.** Core (fixed). Allocate 8 (1 Commander, 1 Vice Commander, 1 Executive Officer, 1 Senior Enlisted Advisor (SEA), 4 Information Managers) manpower requirements.

4.2. **Step 2.** Population Dependent. Allocate 1 additional (Information Management Journeyman - SSgt) manpower requirement for wings with an authorized requirement greater than 3500.

4.3. **Step 3.** Officer aide requirements will be determined according to the following guidelines:

4.3.1. Allocate one officer aide for the following positions:

4.3.1.1. Secretary of the Air Force

4.3.1.2. Chief of Staff of the Air Force

4.3.1.3. Vice Chief of Staff of the Air Force

4.3.1.4. Commanders O-8 through O-10

4.3.1.5. Deputy or Vice Commanders O-8 through O-10 serving at an installation different than the Commander

4.3.1.6. General Officers O-8 through O-10 serving outside the Air Force on a case-by-case basis

4.3.2. The following general officer positions are authorized part-time/additional duty officer aides. These officer aide requirements will not be reflected in the unit manpower document.

4.3.2.1. Commanders O-7

4.3.2.2. Deputy Vice Commanders O-7 if serving at an installation different from the Commander

4.3.3. The following positions are not authorized an officer aide:

4.3.3.1. Deputy Vice Commanders serving at the same installation as the Commander

4.3.3.2. Colonels occupying general officer positions

4.4. **Step 4.** Individual enlisted aide requirements are determined by HQ USAF/DP consistent with DoD guidelines and Departmental ceiling limitations. Requests for enlisted aide authorizations should be submitted to HQ USAF/DPL, 1040 Air Force Pentagon, Washington DC 20330-1040.

4.5. **Step 5.** Variance. Determine the manpower requirement for each approved variance that applies to the installation undergoing application.

★4.6. **Step 6.** Sum the results of 4.1 and 4.2 to determine the total whole manpower requirement for the Wing Commander's Support Staff.

4.7. **Step 7.** Use the Standard Manpower Table at Attachment 2 to determine the Air Force Specialty Codes, grades, and skills.

5. Statement of Conditions. The core Wing Commander's Support Staff will have Personnel Concept III (PC-III) capabilities. It will perform Functional Area Records Manager (FARM) and Customer Account Representative (CAR) duties for wing staff agencies. It will not be a "typing pool" for other staff agencies' routine administrative communications, i.e., evaluations, decorations, letters, messages, etc. The wing staff personnel will be administratively assigned to the mission support squadron.

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Chief, Plans & Productivity Division

Attachments

1. Process Oriented Description
2. Standard Manpower Table
3. Variances
4. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION**WING COMMANDER'S SUPPORT STAFF****A1.1. MANAGES COMMANDER'S (CC), VICE COMMANDER'S (CV), & SENIOR ENLISTED ADVISOR'S (SEA) CALENDAR:**

- A1.1.1. RECEIVES APPOINTMENT REQUEST.
- A1.1.2. SCHEDULES.
- A1.1.3. UPDATES.
- A1.1.4. VERIFIES.
- A1.1.5. PUBLISHES AND DISTRIBUTES.

A1.2. MANAGES STAFF ADMINISTRATIVE COMMUNICATION:

- A1.2.1. RECEIVES INCOMING COMMUNICATION (MANUAL & ELECTRONIC).
- A1.2.2. PREPARES OUTGOING COMMUNICATIONS (LETTER, MEMO, MESSAGE).
- A1.2.3. CONTROLS OUTGOING ACCOUNTABLE COMMUNICATIONS, AS REQUIRED.
- A1.2.4. HAND CARRIES MESSAGES TO AND FROM TELECOMMUNICATION CENTER.
- A1.2.5. PREPARES AND MAINTAINS READ FILES.
- A1.2.6. MAINTAINS FILES.

A1.3. ARRANGES TRAVEL FOR CC/CV/SEA:

- A1.3.1. RECEIVES INFORMATION REQUIRED FOR ORDERS.
- A1.3.2. ORIGINATES ORDERS.
- A1.3.3. TRANSMITS VIA PC-III.
- A1.3.4. PRINTS, REPRODUCES, AND DISTRIBUTES.
- A1.3.5. SCHEDULES TRAVEL.
- A1.3.6. PICKS UP TICKETS.
- A1.3.7. PREPARES TRIP FOLDER.
- A1.3.8. ARRANGES BILLETING.
- A1.3.9. PREPARES ITINERARY.
- A1.3.10. MAINTAINS ORDERS RECORD SETS.

A1.4. SCHEDULES, PREPARES FOR, AND ATTENDS STAFF MEETINGS:

- A1.4.1. SCHEDULES TIME AND PLACE.
- A1.4.2. NOTIFIES PERSONNEL.
- A1.4.3. DETERMINES NEED FOR AUDIOVISUAL EQUIPMENT.
- A1.4.4. OBTAINS EQUIPMENT AND RESOURCES, AS REQUIRED.
- A1.4.5. PREPARES AGENDA.
- A1.4.6. SETS UP LOCATION.
- A1.4.7. RESCHEDULES, IF NECESSARY.
- A1.4.8. FLIPS SLIDES.
- A1.4.9. TAKES MINUTES.
- A1.4.10. RETURNS EQUIPMENT AND RESOURCES, AS REQUIRED.
- A1.4.11. PREPARES AND DISTRIBUTES MINUTES.

A1.5. MANAGES COMMANDER'S RECOGNITION PROGRAMS (MEDAL PRESENTATION, INDIVIDUAL RECOGNITION, ETC.):

- A1.5.1. SCHEDULES TIME AND PLACE.
- A1.5.2. NOTIFIES PERSONNEL.
- A1.5.3. DETERMINES NEED FOR AUDIOVISUAL EQUIPMENT.
- A1.5.4. OBTAINS EQUIPMENT, DECORATIONS, AWARDS, CERTIFICATES, ETC.
- A1.5.5. SCHEDULES PHOTOGRAPHER.
- A1.5.6. GATHERS BIOGRAPHY AND GUEST INFORMATION.
- A1.5.7. PREPARES AGENDA.

- A1.5.8. SETS UP LOCATION.
- A1.5.9. RETURNS EQUIPMENT.
- A1.5.10. PICKS UP DEVELOPED PICTURES.
- A1.5.11. DISTRIBUTES PICTURES.

A1.6. PERFORMS RECEPTION DUTIES (VISITORS, APPOINTMENTS, INQUIRIES, OR PHONE CALLS OTHER THAN THOSE WITHIN OTHER PROCESSES):

- A1.6.1. ACKNOWLEDGES VISITOR OR ANSWERS PHONE.
- A1.6.2. ANSWERS INQUIRY.
- A1.6.3. REFERS TO APPROPRIATE PERSON OR PLACE.
- A1.6.4. SCHEDULES APPOINTMENT, IF REQUIRED.
- A1.6.5. ESCORTS VISITOR, IF REQUIRED.

A1.7. PROCESSES EVALUATIONS:

- A1.7.1. RECEIVES EVALUATION AND REVIEWS FOR CONTINUITY AND ACCURACY.
- A1.7.2. MAINTAINS LOG.
- A1.7.3. RETURNS TO RATER TO CORRECT MINOR ERRORS.
- A1.7.4. PREPARES ADDITIONAL RATER AND REVIEWER COMMENTS.
- A1.7.5. FORWARDS TO PERSONNEL OFFICE AND CLEARS SUSPENSE.

A1.8. MANAGES RECORDS:

- A1.8.1. PERFORMS FUNCTIONAL AREA RECORDS MANAGEMENT (FARM) DUTIES FOR STAFF OFFICES.
- A1.8.2. MAINTAINS RECORDS INFORMATION MANAGEMENT SYSTEM (RIMS).
- A1.8.3. REVIEWS FILE PLANS AND FORWARDS TO RECORDS MANAGER.
- A1.8.4. INSPECTS OFFICES OF RECORD.
- A1.8.5. PREPARES AND SUBMITS FARM REPORT.
- A1.8.6. REQUESTS FILING EQUIPMENT.
- A1.8.7. IDENTIFIES PERSONNEL FOR TRAINING.
- A1.8.8. COORDINATES RECORDS TRANSFER TO STAGING AREA.

A1.9. PROCESSES REPORTS OF INVESTIGATION, INQUIRIES, ETC. (INCLUDES CONGRESSIONAL INQUIRIES, INSPECTOR GENERAL COMPLAINTS, LINE OF DUTY DETERMINATIONS, COMMANDER'S ACTION LINE, ETC.):

- A1.9.1. RECEIVES INVESTIGATION, INQUIRY, ETC.
- A1.9.2. SUSPENSES UNTIL ACTION COMPLETED.
- A1.9.3. MAINTAINS LOG.
- A1.9.4. FORWARDS TO COMMANDER FOR REVIEW.
- A1.9.5. FORWARDS/COORDINATES WITH APPROPRIATE AGENCY.
- A1.9.6. PREPARES AND FORWARDS REPLY.
- A1.9.7. MAINTAINS FILE COPY, AS REQUIRED.

A1.10. MANAGES INSTALLATION PROTOCOL:

- A1.10.1. RECEIVES VISIT NOTIFICATION.
- A1.10.2. ESTABLISHES VISIT FOLDER/CHECKLIST.
- A1.10.3. UPDATES AND DISTRIBUTES INSTALLATION DISTINGUISHED VISITOR SCHEDULE.
- A1.10.4. MAKES BILLETING RESERVATIONS.
- A1.10.5. MAKES SOCIAL RESERVATIONS.
- A1.10.6. PREPARES AND SENDS INVITATIONS AND TRACKS RESPONSES.
- A1.10.7. RESERVES TRANSPORTATION.
- A1.10.8. SCHEDULES CONFERENCE FACILITIES.
- A1.10.9. PREPARES SPECIAL MORALE AND WELFARE/CONTINGENCY FUND REQUEST.
- A1.10.10. PREPARES & DISTRIBUTES DRAFT ITINERARY, TRANSPORTATION PLAN, & SUPPORT TASKER.
- A1.10.11. RESERVES AUDIOVISUAL EQUIPMENT.
- A1.10.12. COORDINATES SECURITY REQUIREMENTS.

- A1.10.13. FINALIZES & DISTRIBUTES ITINERARY, TRANSPORTATION PLAN, & SUPPORT TASKER.
- A1.10.14. CONFIRMS BILLETING, SOCIAL, AND TRANSPORTATION ARRANGEMENTS.
- A1.10.15. ORDERS REQUIRED REFRESHMENTS.
- A1.10.16. REVIEWS BRIEFING SLIDES.
- A1.10.17. PREREGISTERS VISITOR(S) IN BILLETING AND CHECK ROOM(S).
- A1.10.18. OBTAINS AND SETS UP AUDIOVISUAL EQUIPMENT, NAMEPLATES, NOTEBOOKS, ETC.
- A1.10.19. CHECKS VISITOR LOUNGE.
- A1.10.20. PICKS UP AND PREPOSITIONS U-DRIVE(S), AS REQUIRED.
- A1.10.21. SETS OUT REFRESHMENTS.
- A1.10.22. TRACKS ARRIVAL AND INFORMS COMMANDER/GREETER.
- A1.10.23. DELIVERS LUGGAGE TO AND FROM BILLETING ROOM(S).
- A1.10.24. FLIPS SLIDES.
- A1.10.25. CLEARS/CLEANS UP CONFERENCE FACILITIES.
- A1.10.26. RETURNS U-DRIVE(S) AND AUDIOVISUAL EQUIPMENT.
- A1.10.27. FOLLOWS UP, AS REQUIRED.
- A1.10.28. FILES VISIT FOLDER.
- A1.10.29. MANAGES MEMENTOS AND SPECIAL STOCKS, AS REQUIRED.

A1.11. MANAGES PUBLICATIONS AND FORMS DISTRIBUTION:

- A1.11.1. REFORMS CUSTOMER ACCOUNT REPRESENTATIVE (CAR) DUTIES FOR STAFF OFFICES.
- A1.11.2. DETERMINES PUBLICATION REQUIREMENTS.
- A1.11.3. REVIEWS PUBLICATION BULLETINS.
- A1.11.4. PROCESSES REQUIREMENTS FROM SUBACCOUNT REPRESENTATIVES (SARs).
- A1.11.5. PREPARES AND FORWARDS REQUIREMENTS TO PUBLICATIONS DISTRIBUTION OFFICE.
- A1.11.6. MAINTAINS STAFF RECORDS.
- A1.11.7. RECEIVES AND DISTRIBUTES PUBLICATIONS.
- A1.11.8. CONSOLIDATES SAR FORMS REQUIREMENTS.
- A1.11.9. PREPARES AND FORWARDS REQUISITION REQUIREMENTS TO PUBLICATIONS DISTRIBUTION OFFICE.
- A1.11.10. RECEIVES AND DISTRIBUTES FORMS.
- A1.11.11. TRAINS SARs.
- A1.11.12. CONTROLS ACCOUNTABLE FORMS

A1.12. MANAGES AWARDS AND SPECIAL PROGRAMS (QUARTERLY/YEARLY AWARDS, FUNCTIONAL AWARDS, ETC.):

- A1.12.1. DETERMINES REQUIREMENTS.
- A1.12.2. SOLICITS AND SUSPENSES NOMINATIONS.
- A1.12.3. SCHEDULES, ORGANIZES, AND CONDUCTS BOARD, AS NEEDED.
- A1.12.4. REVIEWS AND FINALIZES NOMINATION PACKAGES.
- A1.12.5. FORWARDS PACKAGES.
- A1.12.6. PREPARES AWARDS OR CEREMONIES, AS REQUIRED.

A1.13. PROCESSES DECORATIONS:

- A1.13.1. RECEIVES AND LOGS IN DECORATION PACKAGE.
- A1.13.2. REVIEWS AND VERIFIES RIP DATA WITH DECORATION DATES.
- A1.13.3. REVIEWS FOR QUALITY CONTROL OF NARRATIVE AND CITATION.
- A1.13.4. LOGS OUT AND FORWARDS AWARD PACKAGE TO SERVICING PERSONNEL OFFICE.

14. MAINTAINS PUBLICATIONS LIBRARY:

- A1.14.1. DETERMINES PUBLICATION REQUIREMENTS.
- A1.14.2. MONITORS PUBLICATION BULLETINS.
- A1.14.3. PROCURES NEW PUBLICATIONS.
- A1.14.4. POSTS CHANGES AND SUPPLEMENTS.
- A1.14.5. CHECKS OUT AND MONITORS LOAN OF PUBLICATIONS.

A1.15. MANAGES INSTALLATION DETAILS AND SPECIAL PROJECTS:

A1.15.1. MANAGES INSTALLATION DETAILS PROGRAM.

A1.15.2. DETERMINES APPROVED DETAILS.

A1.15.3. RECEIVES AND VALIDATES REQUEST FOR DETAIL.

A1.15.4. DETERMINES TASKED ACTIVITY.

A1.15.5. TASKS AND SUSPENSES ACTIVITY BY LETTER OR PHONE.

A1.15.6. UPDATES DETAILS DATABASE.

A1.15.7. NOTIFIES REQUESTER.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Wing Commander's Support Staff (10A0)			N/A								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
General Officer	90G0	GEN	1	1							
Vice Commander	*	COL	1	1							
Executive Officer	37A3	MAJ	1	1							
Senior Enlisted Advisor	9E000	CMS	1	1							
Information Management Craftsman	3A071	MSG	1	1							
Information Management Craftsman	3A071	TSG	1	1							
Information Management Journeyman	3A051	SSG	1	2							
Information Management Journeyman	3A051	SRA	1	1							
TOTAL			8	★9							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
* Appropriate AFSC for the mission of the wing.											
NOTE: If a general is not authorized as the wing commander, then use colonel AFSC 91W0.											
TOTAL											

VARIANCES

WING COMMANDER'S SUPPORT STAFF

A3.1. Title. Negative Mission Variance for Senior Enlisted Advisors (SEA) at Multi-wing Bases.

A3.1.1. Definition. The Wing Commander's Support Staff core allows SEAs for all wings. This negative variance decrements the core whenever a wing is a tenant. Requesting a waiver to this negative mission variance must be submitted to HQ USAF/PE IAW AFI 36-2109, *Chief Master Sergeant of the Air Force and Senior Enlisted Advisor Programs*.

A3.1.2. Impact. -1 CMSgt SEA.

A3.1.3. Applicability. Applicable to all multi-wing installations that do not meet the established criteria.

A3.2. Title. Positive Mission Variance for the Kaiserslautern Military Community.

A3.2.1. Definition. The 86th Airlift Wing commander is required to perform in the role as the Kaiserslautern Military Community (KMC) commander. The KMC office provides noncombatant evacuation operations (NEO) program management and support for all Department of Defense dependents assigned to the KMC area.

A3.2.2. Impact:

+1 Deputy Commander	30C0
+1 Executive Officer	37A3
+2 Administrative Specialists	3A0X1
+1 Resource Manager	3A000
+1 Personnel Specialist	3S071

A3.2.3. Applicability. 86th Airlift Wing at Ramstein.

A3.3. Title. Positive Mission Variance for Compliance with Arms Control Treaties.

A3.3.1. Definition. Positions are required to insure base compliance, perform analysis and develop strategies for the Strategic Arms Reduction Treaties (START I & II), the Chemical Weapons Convention (CWC), the Intermediate-Range Nuclear Forces (INF) Treaty, and the Open Skies Treaty. Requirements to support arms control treaties are provided under separate manpower allocation.

A3.3.2. Impact and Applicability. Apply to wings which have weapons systems monitored for treaty compliance.

Barksdale	+2	(Maj, MSgt)
Davis-Monthan	+3	(Capt, 2 Civs)
Dyess	+2	(Maj, MSgt)
Fairchild	+2	(Maj, MSgt)
FE Warren	+2	(Maj, MSgt)
Griffiss	+2	(Maj, MSgt)
McConnell	+2	(Maj, MSgt)
Grand Forks	+3	(Maj, 2 MSgt)
Ellsworth	+3	(Maj, 2 MSgt)
Minot	+3	(Maj, 2 MSgt)
Whiteman	+3	(Maj, 2 MSgt)
Vandenberg	+5	(Maj, Capt, SSgt, 2 Civs (1 officer and 1 enlisted))

★ Travis	+2	(Civ)
★ Dover	+2	(Civ)
★ Patrick	+1	(Civ)
★ Malmstrom	+2	(Maj, Civ)

A3.4. Title. Positive Mission Variance for Protocol Support.

A3.4.1. **Definition.** Additional protocol support is required for wings under conditions where there is a general officer commander and/or for those wings collocated with MAJCOM or Joint Command headquarters. An officer authorization is earned under either condition as the initial requirement. Where both conditions exist, the second authorization is earned. This protocol supports distinguished visitors (DV-1 - President of the United States, through DV-6 - General Officer), civilian and foreign equivalents, and transient distinguished visitors.

A3.4.2. **Impact.** +1 Lieutenant 37A3
+1 SSgt 3AO51

A3.4.3. **Applicability.** Applicable to wings with a General Officer Commander and/or wings collocated with a MAJCOM or Joint Command headquarters.

★A3.4.4. In addition to applicable Protocol Authorizations earned in Para A3.4.2., the following also applies:

Kadena AB	+2	(TSgt, SSgt, Upgrade Lt to Cpt)
Misawa AB	+1	(SSgt)
Osan AB	+2	(SSgt, Local National Civ, Upgrade Lt to Cpt)
Yokota AB	+2	(SSgt, Local National Civ)
Eielson AFB		(Upgrade Lt to Cpt)
Davis-Monthan AFB	+1	(SSgt)
Holloman AFB	+1	(SSgt)
Howard AFB	+5	(1 TSgt, 3 SSgt, 1 Civ)
MacDill AFB	+1	(SSgt)
Pope AFB	+1	(SSgt)
Kelly AFB	+2	(MSgt, SSgt)
Peterson AFB	+3	(Enlisted)
Vandenberg AFB	+3	(2 Officers, 1 Enlisted)
Patrick AFB	+3	(Enlisted)
Falcon AFB	+2	1 Officer, 1 Enlisted

★A3.4.5. The following locations earn authorizations listed below (Para 4.2. does not apply):

Anderson AFB	+2	(Cpt, SSgt)
Elmendorf AFB	+4	(Cpt, SMSgt, TSgt, SRA)
Kunsan AB	+2	(Lt, SRA)
Bolling AFB	+9	(1 Maj, 2 Cpt, 1 MSgt, 2 SSgt, 1 SRA, 2 Civ)

A3.5. Title. Positive Mission Variance for Protocol Support for the 89th Airlift Wing.

A3.5.1. **Definition.** The 89th Airlift Wing provides significant protocol support for Presidential and DV airlift.

A3.5.2. **Impact.** +14 requirements. (The maximum allowable size of the protocol function is 15. 1 position is earned from variance #4).

A3.5.3. **Applicability.** 89th Airlift Wing at Andrews.

A3.6. Title. Positive Mission Variance for Conference Center.

A3.6.1. **Definition.** Provides a professional conference setting for Air Force and other DoD-affiliated agencies. The center staff is responsible for all aspects of conference management. This includes working with project officers to ensure unique requirements are satisfied prior to each conference and supporting conference audiovisual requirements.

A3.6.2. **Impact.** +1 037A3
+1 3V051
+1 3A051

A3.6.3. **Applicability.** 55th Wing at Offutt AFB
325th Fighter Wing at Tyndall AFB

★A3.7. Title. Positive Mission Variance for Wing Superintendent.

A3.7.1. **Definition.** Position is required to monitor and maintain the entire training of 4000 cadets in the cadet wing and provide leadership for 135 enlisted personnel.

A3.7.2. **Impact.** +1 CMSgt

A3.7.3. **Applicability.** 34th Training Wing

★A3.8. Title. Positive Mission Variance for Consolidated Orderly Room.

A3.8.1. **Definition.** Provide support to three groups and five squadrons.

A3.8.2. **Impact.** +1 MSgt 8F000
+1 TSgt 3S071
+1 AIC 3S031

A3.8.3. **Applicability.** 34th Training Wing

★A3.9. Title. Positive Mission Variance for Cadet Population Administrative Support.

A3.9.1. **Definition.** Cadet population impacts administrative workload in the areas of Staff Summary Sheets, Congressional Inquiries, and Disciplinary Cases.

A3.9.2. **Impact.** +1 SRA 3A051

A3.9.3. **Applicability.** 34th Training Wing

★A3.10. Title. Positive Mission Variance for Additional Administrative Support.

A3.10.1. **Definition.** Vice wing commander is geographically separated (Pentagon) from the command section at Bolling AFB. Administrative support is necessary at the Pentagon to meet the level of support required to maintain dual offices and provide a presence for addressing Air Staff customer service.

A3.10.2. **Impact.** +1 MSgt

A3.10.3. **Applicability.** 11th Wing

★A3.11. Title. Positive Mission Variance for Security Measures.

A3.11.1. **Definition.** Increased security measures are required when the majority of documents and material handled is classified.

A3.11.2. **Impact.** +1 SSgt

A3.11.3. **Applicability.** 67th Intelligence Wing

★ **A3.12. Title.** Positive Mission Variance for Geographically Separated Units between Wing and Groups Commander's Staffs.

A3.12.1. **Definition.** The Air Force's largest wing and the 17 operational squadrons and 3 groups are not collocated. Core workload increased in sending/receiving unclassified and classified communications, travel arrangements to include foreign travel clearance requirements, evaluations, telephone and conference calls, video teleconferencing drive and increase in manpower.

A3.12.2. **Impact.** +1 SSgt

A3.12.3. **Applicability.** 67th Intelligence Wing

★ **A3.13. Title.** Positive Mission Variance to allow applicable units to be validated with Wing Commander's Support Staff AFMS.

A3.13.1. **Definition.** Organizations reflect wing level authorizations. The exception is the Commander is authorized as Colonel.

A3.13.2. **Applicability.** 352nd Special Operations Group
353rd Special Operations Group

PROCESS ANALYSIS SUMMARY**WING COMMANDER'S SUPPORT STAFF**

PROCESS TITLE	CORE MAN-HOURS	PROJECTED WORKLOAD	FRACTIONAL MANPOWER
COMMANDER	N/A	N/A	1.00
VICE COMMANDER	N/A	N/A	1.00
EXECUTIVE OFFICER	N/A	N/A	1.00
SENIOR ENLISTED ADVISOR	N/A	N/A	1.00
MANAGES CC/CV/SEA'S CALENDARS	5 minutes/appointment	24 appointments/day	0.26
MANAGES STAFF ADMINISTRATIVE COMMUNICATIONS	15 hours/day	daily	1.95
ARRANGES TRAVEL	3 hours	3 trips/ month	0.06
SCHEDULES, PREPARES, & ATTENDS STAFF MEETINGS	3 hours	1 meeting/week	0.08
MANAGES COMMANDER'S RECOGNITION PROGRAMS	2 hours	1 ceremony/month	0.01
PERFORMS RECEPTION FUNCTION DUTIES	5 minutes/inquiries	48 visitors/day	0.52
PROCESSES EVALUATIONS	30 minutes	65 evaluations/month	0.20
MANAGES RECORDS	0.33 hours/month	10 Offices of Record	0.02
PROCESSES REPORTS OF INVESTIGATION	1 hour	15 reports/month	0.09
MANAGES INSTALLATION PROTOCOL	18.5 hours/visit	5 visits/month	0.58
MANAGES PUBS/FORMS DISTRIBUTION	1 hour/month	5 Subaccount Representatives	0.03
MANAGES AWARDS AND SPECIAL PROGRAMS	50 minutes/program	8 programs/month	0.04
PROCESSES DECORATIONS	5 minutes	50 decorations/month	0.03
MAINTAINS PUBLICATION LIBRARY	7 hours/month	1 publications library	0.04
MANAGES INSTALLATION DETAILS AND SPECIAL PROJECTS	1 hour/tasking	15 details & special projects/month	0.09
TOTAL FRACTIONAL MANPOWER			8.00